



Administrative Policies and Procedures: 30.3

Subject:	Management of State-Owned Property
Authority:	TCA 37-5-106, 4-3-1103, 4-3-1105
Standards:	ACA 3-JCRF-1B-11; 3-JTS-1B-13; 3-JTS-1B-14; DCS Practice Model Standard – 8-306
Application:	To All Department of Children's Services Employees and Contract Providers with State Personal Property

Policy Statement:

State-owned property shall be managed in accordance with the rules and regulations promulgated by the Tennessee Department of General Services.

Purpose:

To ensure that the rules and regulations set forth by the Department of General Services for the management of state-owned property are adhered to and procedures are clearly defined for employees and assigned Property Officers.

Procedures:

A. Designation and responsibilities of departmental property officer	<ol style="list-style-type: none">1. The Director of Facilities and Support Services shall appoint one employee as the Departmental Property Officer.2. The departmental property officer shall:<ol style="list-style-type: none">a) Supervise the daily management of all state-owned property transactions for the department.b) Serve as the liaison between the Department of General Services and Department of Children's Services for all personal property transactions.3. Serve as the liaison between other state and federal agencies as required.
B. Regional, DCS group homes and youth development center property	<ol style="list-style-type: none">1. The DCS Administrative Services Assistant 3 (ASA 3) within each regional office shall be:<ol style="list-style-type: none">a) Designated as the property officer for the respective region;

<p>officers</p>	<ul style="list-style-type: none"> b) Referred to as the “regional property officer”; and c) Responsible for the daily management and oversight of all state-owned property transactions for the regional office, field offices, and DCS group homes. <ol style="list-style-type: none"> 2. The regional administrator shall designate an alternate employee to serve as a back up for the ASA 3, and notify the Director of Facilities and Support Services in writing of the name of the alternate employee. 3. The Superintendent of each youth development center shall designate a Youth Development Center Property Officer and an alternate employee to serve as a back up for the YDC Property Officer and notify the Director of Facilities and Support Services in writing of the names of the designated staff persons. 4. The Youth Development Center Property Officer shall be responsible for the daily management and oversight of all state-owned property transactions for the youth development center.
<p>C. Acquisition and recording of State-owned property</p>	<ol style="list-style-type: none"> 1. Purchases of state-owned property shall be made in accordance with rules and regulations established by the Department of General Services. 2. State-owned property includes all items established by the Department of General Services as major assets or minor sensitive equipment (including computers and related equipment). 3. The recording of items purchased that requires entry into the State’s property inventory system (POST) shall be processed by the following designated staff: <ul style="list-style-type: none"> a) <u>Youth Development Center Property Officer</u>: Youth Development Centers b) <u>Departmental Property Officer</u>: Regional Offices, Central Office, DCS Group Homes
<p>D. Transfer of state-owned property</p>	<ol style="list-style-type: none"> 1. Transfer of state tagged property shall be handled in accordance with rules and regulations established by the Department of General Services. Form CS-0349, Transfer of State Equipment, must be prepared (according to established procedures for completing the form) prior to moving any state tagged property. 2. All property officers must ensure that form CS-0349, Transfer of State Equipment is completed and processed according to established procedures. 3. Computers and peripheral equipment must be moved or relocated <u>only</u> by Desktop Services. If the equipment is being moved because the office is relocating, Desktop Services shall be available to supervise the move of the

	<p>computers and peripheral equipment to the new leased office location.</p> <p>4. All computer and related equipment requires form CS-0349, Transfer of State Equipment, to be completed when they are transferred from individual to individual, regardless of location.</p>
E. Special procedures	<p>1. The Division of Support Services may, when necessary, establish special procedures for the one-time deployment and transfer of large amounts of equipment.</p> <p>2. These procedures shall be disseminated to the appropriate staff.</p>
F. Surplus of state-owned property	<p>1. The regional property officer shall compile a list of items for surplus from regional offices, field offices and DCS Group Homes and send the list to the departmental property officer.</p> <p>2. The departmental property officer shall verify the information and shall enter the information into the Department of General Services POST system for removal of the property by General Services. Arrangements for pickup of surplus are based upon the General Services quarterly pickup schedule for each county.</p> <p>3. The list of surplus items must contain the following information:</p> <ol style="list-style-type: none"> Description of the item(s) Tag number Condition of the item(s) Contact Name (individual at pick-up location) Phone number (at pick-up location) Physical location where surplus is to be picked up to include street address, city, county, and building code <p>4. The departmental property officer shall be responsible for all steps described in Section F.1, 2 of the surplus process for the removal of surplus items from central office locations.</p> <p>5. The youth development center property officers shall be responsible for all steps described in section <i>F. 1, 2</i> of the surplus process for the removal of surplus items from the youth development centers.</p> <p>6. For the purposes of this policy state-owned property <u>does not</u> include State Buildings or Real Estate.</p>

G. Lost damaged, or stolen state-owned property	All employees shall be responsible for reporting lost, damaged, or stolen state-owned property by completing an <i>Incident Report</i> as outlined in the applicable <i>Incident Reporting Manual</i> and shall submit the completed report to the Division of Support Services.
H. Closure of DCS facilities/offices	<p>The department shall ensure complete accountability of state-owned property when DCS facilities/offices are closed by:</p> <ol style="list-style-type: none"> 1. Assignment of on-site staff to coordinate the transfer or surplus of all state-owned property assigned to the closing facility/office. 2. Ensuring that no state-owned property is transferred, moved, or sent to surplus without the appropriate forms and signature of the on-site coordinator. 3. Maintaining adequate staffing to ensure security of the premises and property.
I. Property inventory	<ol style="list-style-type: none"> 1. The departmental property officer shall: <ol style="list-style-type: none"> a) Be responsible for coordinating the annual property inventory that is required by the Department of General Services. b) Inform regional and youth development center property officers of the annual inventory schedule, procedures, and type of forms to be used for inventory. 2. The youth development center property officer shall be responsible for conducting the annual inventory of their facility. 3. The designated regional property officer shall be responsible for conducting the annual inventory for their regional office and field offices, and DCS group homes within their region. 4. The regional, youth development center and departmental property officers shall ensure that property inventory is completed within the designated timeframes. 5. The regional and youth development center property officers shall provide inventory results within the designated time frames to the departmental property officer. 6. The departmental property officer shall compile the department's report and shall work with the Department of General Services and the local property officers to reconcile any discrepancies. 7. The departmental property officer shall submit a list of any items not located during the inventory to the Director of Internal Audit. 8. The Director of Internal Audit shall prepare a letter requesting that these items be deleted from inventory. This letter shall be submitted to the Comptroller on or before June 30th of each fiscal year.

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Supersedes: DCS 30.2, 11/01/04

CS-0001

	9. A copy of the letter shall be sent to the Department of General Services to ensure that the items are removed from POST.
J. Donations	<ol style="list-style-type: none"> 1. The Department of Children's Services shall acknowledge the receipt of all donations of personal property in accordance with applicable Tennessee Laws and Codes. Donated property becomes the property of the State of Tennessee and shall be handled in accordance with the Department of General Services' rules and regulations. 2. Private individuals that wish to donate personal property to the department shall complete form CS-0531, Acknowledgment of Donation. 3. The designated property officer for the region shall forward the completed form CS-0531, Acknowledgment of Donation, to the Director of Facilities and Support Services after the donation information is received from the donor and the form is notarized. 4. The departmental property officer shall be responsible for securing department approval of form CS-0531, Acknowledgment of Donation and for processing the donation in accordance with applicable state guidelines. 5. The Office of Information Systems must approve all computer or computer related equipment prior to the Department accepting the equipment. 6. After form CS-0531, Acknowledgment of Donation is completed the original shall be returned to the submitting program. The submitting program shall maintain a copy and forward the original to the donor. 7. If the donor's stated values appear unreasonable, the regional administrator, youth development center superintendent, or DCS group home supervisor may request a written statement from the donor that documents how the value was determined.

Forms:	<u>CS-0349, Transfer of Equipment</u> <u>CS-0531, Acknowledgment of Donation</u>
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Collateral documents:	<u>Incident Reporting Manual for Contract Agencies, DCS Foster Care and Child Protective Services</u> <u>Incident Reporting Manual for Youth Development Centers and DCS Group Homes</u>
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